

FILED: *Do M 2*
RETURN TO

RECORDS MANAGEMENT DIVISION

Comments sent to Incentive Awards re Sugg. No. 1666, amending T & A to indicate type of medical leave taken. Forwarded 1 April 1955.

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Incentive Awards



2-3: This suggestion pertains to the administration of sick leave. This function is administered by the Personnel Office and therefore a reply should be handled there. If a decision is made which would require revision of the T & A report and Payroll Change Slip, it would then become a matter within the jurisdiction of the Records Management Division.